

Special Exam for 2011 Primary Elections for Circuit Court Clerk

(Information, Instructions and Registration Details)

Qualifications:

Candidates for the office of Circuit Court Clerk must: be at least twenty-one (21) years of age; attain a score of at least seventy percent (70%) on the qualifying exam; and be a resident of Kentucky for a minimum of two (2) years, and reside in the county and district of candidacy for a minimum of one (1) year preceding the general election (Kentucky Constitution §100).*

Exam Preparation:

The exam will consist of two (2) parts: (1) general knowledge (basic math and language skills) and (2) specific knowledge (Circuit Clerk's Manual, Circuit Clerk's Accounting Manual and Court of Justice Personnel Policies). The study materials are available at <http://courts.ky.gov/>

Additional Exam Information:

Date and Place: The exam will be administered on Wednesday, January 19, 2011 at AOC, 100 Millcreek Park, Building 12 Conference Room, Frankfort, KY. **THE EXAM WILL BE HELD ON THIS DATE ONLY!**

Time: Registration will begin at 8:30 a.m. on the day of the exam. The exam will begin promptly at 9:00 a.m. You will have five (5) hours to complete the exam. You make take breaks as needed. You are responsible for monitoring your time during the exam.

What to bring: Only necessities will be allowed in the testing facility. All personal items such as keys, necessary medications, change for vending machines, etc. must be contained in a clear, zip-lock bag in order to be allowed in the testing facility. Pencils, paper and any additional items needed to complete the exam will be provided.

What NOT to bring: Purses, wallets, study materials, calculators, food or beverages will NOT be allowed in the exam room. Please leave these items in your vehicle on the day of the exam.

Registration:

You **MUST** be pre-registered to take the exam. To pre-register, clip and complete the registration form at the bottom of this page, along with a copy of your photo ID (driver's license) and mail or deliver to: Exam Supervisor, Office of General Counsel, Administrative Office of the Courts, 100 Millcreek Park, Frankfort, KY 40601. The registration form, along with your photo ID must be **received** on or before January 14, 2011. Late registrations will NOT be accepted. There is no charge for registration or the exam.

Upon receipt of your registration form and photo ID, AOC will confirm your registration with an e-mail admittance slip for the exam, along with directions to the testing facility. You will be required to present your photo ID and admittance slip at registration the morning of the exam.

Questions: Questions should be directed to AOC Office of General Counsel at (502) 573-2350 ext. 50410.

*The KY Attorney General has determined that the residency requirement need not be 2 consecutive years in the state. However, the candidate must have resided in the county and district for which he/she is seeking office for the 12 months directly preceding the general election. (OAG 77-644; 75-96; and 72-809).

PRE-REGISTRATION FORM

(Please print information)

NAME: _____

ADDRESS: _____

CITY: _____ ZIP CODE: _____

COUNTY OF RESIDENCE: _____ TELEPHONE: _____

E-MAIL ADDRESS: _____